

**ADMINISTRATIVE - INTERNAL USE ONLY**

Approved For Release 2002/01/08 : CIA-RDP83-01004R000200030018-1

DDI-118-7A

Executive Registry  
92-121671

11 July 1972

MEMORANDUM FOR: Executive Director-Comptroller  
SUBJECT : Non-Standard Work Schedule -  
Quarterly Report, April-June 1972  
REFERENCE : D/Pers. memo to ExDir, 21 December  
1971, same subject

1. This report is submitted pursuant to  
Executive Director-Comptroller approval of reference,  
dated 4 January 1972.

Morale

2. As a group, the computer operators are happy  
with the 3/4-day work week. They wish to see it con-  
tinue for an additional period, at least, so that a  
full try-out is given the arrangement. After this  
additional period, a final determination will be made.

3. Most agree that the four 12-hour days are  
tiring but expect that additional time is needed in  
which to determine whether complete adjustment can be  
made to the schedule.

4. At this time, the only real complaint concerns  
the number of Sundays required to work. Understandably,  
the operators would like more Sundays free. CRS is  
presently studying ways to accomplish this.

5. Compared to the first quarter of the calendar  
year, April-June quarter shows a decrease in the use  
of sick and annual leave. True, the season of the  
year and amount of days off under the schedule may  
account for this. Perhaps the significant point is  
that there has been no increase in the use of leave.  
Also, we have noticed that there have been very few  
"call-ins" for leave of either type.

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6. One objective of the non-standard schedule was to effect savings in scheduled overtime. This has been accomplished.

7. The non-standard schedule went into effect on 2 April 1972. The computer operation overtime figures are:

1 Jan-1 April 1972	1,237 hours	\$9,178.54
2 April-30 June 1972	2 hours	\$ 14.84

8. We will submit a second report covering the July-September quarter.

STATINTL

[REDACTED]  
H. C. EISENBEISS  
Director, Central Reference Service

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**SECRET**

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DD/S&T# 1745-12

12 June 1972

MEMORANDUM FOR: Director of Personnel

THROUGH : Chief, Administrative Support Staff, DD/S&T

SUBJECT : Non-Standard Workweek - Foreign Missile  
and Space Analysis Center (FMSAC)

REFERENCE : Your memorandum, same subject,  
dated 16 February 1972

1. During the second quarter of CY 1972, we operated at nearly full strength. Eleven of an authorized strength of twelve were involved in the twelve hour shifts. Productivity of current items was low inasmuch as the Soviets and Chinese missile and space test activity was low. We were able to take advantage of the situation by scheduling additional training and accomplishing some background research. In March, we assigned an Operations Branch analyst to GMAIC for a one year training period. This is not expected to cause any serious disruption in the Operations Branch effort.

2. No significant change took place in the fields of morale, pay savings or problems encountered. We expect to be at full strength by mid-August. At that time we expect to go to a complete shift rotation with each change of the college semesters.

3. We feel that the best reasons for continuation of the twelve hour shifts are those of flexibility of shift scheduling, ease of arranging for training and leave, plus the amount of interplay which twelve hour shifts permit with other divisions of FMSAC.

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Acting Director  
Foreign Missile and Space Analysis Center

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Personnel  
5 E 56 HQ

EXTENSION

NO.

DD/S 7-2-2884

DATE

21 JUL 1972

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Acting Deputy Director for Support 7D18 HQ

RECEIVED FORWARD

RJ

2. *1st DDS*RECD by  
DD/S Aug 12

3.

24 AUG 1972

RJ

4.

5.

28 AUG 1972

6.

7.

8.

9.

10.

11.

12.

25X1A

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14.

15.

Attached at Tabs A, B and C are reports from CRS, FMSAC and OEL concerning their nonstandard work schedules. We were asked by ExO/DDS to forward them to you in a group after all the reports were received. OSP also has a nonstandard work schedule for a group of employees but their program was just implemented about 5 July 1972. Obviously they have not had enough experience to submit a meaningful report. They will forward a report to me for the quarter ending 30 September 1972.

In short, the program appears to be a success at this time. CRS has been able to reduce its overtime expenditures dramatically. Their operators would like to have more Sundays free, though, and the component is studying ways to accomplish this for its employees.

In FMSAC, a plus factor has been greater interplay among the divisions but I gather that they have not yet achieved the increased operational efficiency anticipated.

At OEL's [REDACTED] mission objectives have apparently been improved by the new schedule. In addition, there are better working relationships between US Government and contractor personnel.

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Harry E. Fisher  
Director of Personnel